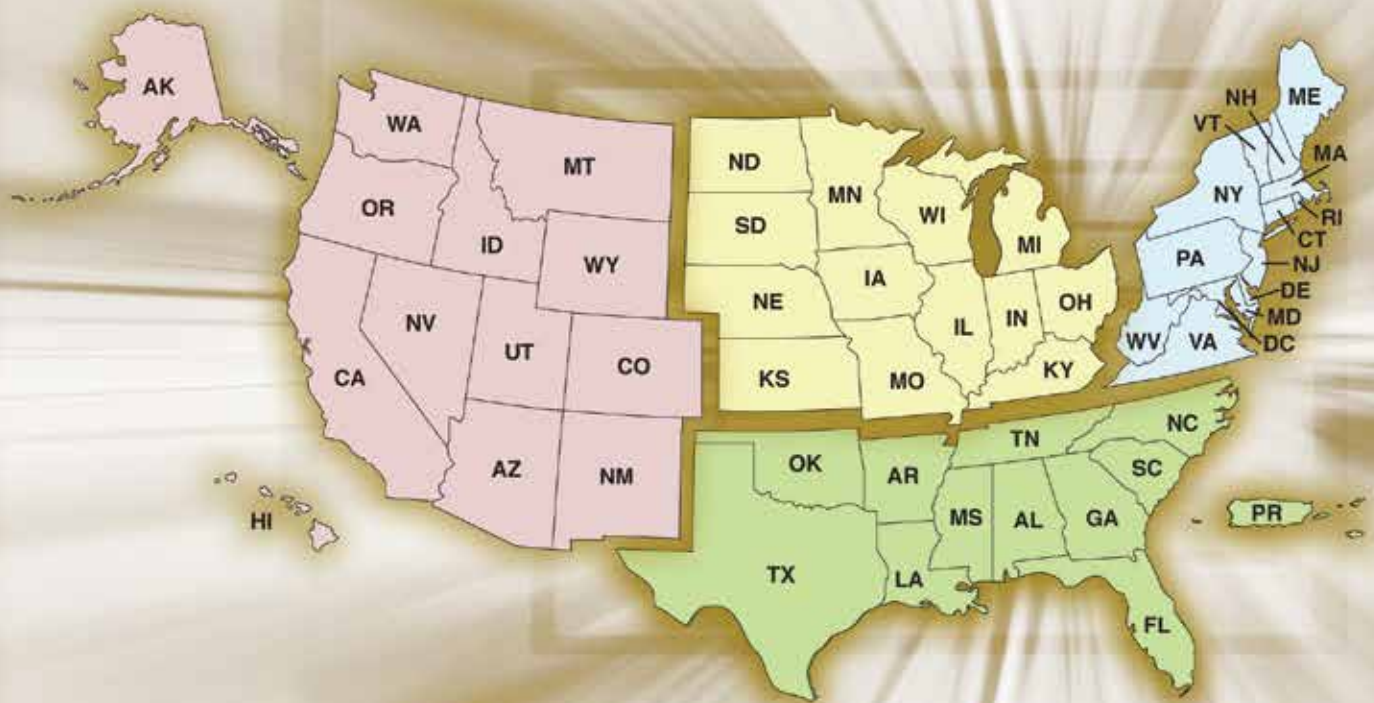




**National Institute of Corrections**  
Regional Training Initiative

# Regional Field Coordinator

Become Part of NIC's Regional Team of  
Volunteer Trainers in Corrections



*Southern, Northeastern, Central, and Western Regions Served*

While correctional facilities in all parts of the United States may have many of the same training needs, some clusters of facilities have needs specific to their localized areas. This is often due to external trends, such as population growth and migration or economic factors, that lie outside the influence of corrections. To meet those outstanding needs, the National Institute of Corrections (NIC) established the Regional Training Initiative (RTI), a training program of volunteers from regional departments of correction who collaborate with NIC to develop and provide region-focused training.

The volunteers of RTI are called Regional Field Coordinators (RFCs). Only 10 applicants are chosen each year to represent a region as an RFC. As a group, RFCs represent regional teams composed of local, state, and federal agencies in the disciplines of adult and juvenile community corrections, jails, and prisons.

NIC sponsors an annual planning meeting where needs assessment data is analyzed to determine each region's annual training and training-related projects.

## Who Is An Ideal Regional Field Coordinator?

Ideal candidates for RFC work are training directors, administrators, coordinators, or senior trainers in adult or juvenile corrections agencies. They have experience in developing, delivering, and/or coordinating training in their home agencies and have support from their chief executive officer for completing RFC duties.

Specifically, prospective RFCs have:

- Creativity and innovative ideas
- Self-motivation and the ability to initiate a project
- Experience being a team player in a high performing team atmosphere
- Experience working on one or more project teams simultaneously
- Follow-through on completing projects that they are assigned
- Training and development and/or training administration experience
- Authority to allocate resources and make decisions on the use of resources
- Writing, editing, and excellent interpersonal and team communication skills
- Access to and proficiency with computer technology (e.g., e-mail, CDs, DVDs, and synchronous and asynchronous learning environments such as WebEx)
- A willingness to travel to regional areas and experience new things

## What Is Required of the Regional Field Coordinator?

Each RFC must agree to volunteer time to develop and deliver region-focused training in their local areas. Other duties include:

- Participating in monthly live online meetings in regions and across regions
- Participating in existing forums
- Identifying new training resources and curriculum
- Identifying new trainers
- Identifying new facilities
- Assessing regional training needs
- Promoting, announcing, and marketing training events
- Hosting training events
- Training and facilitating training events

RFCs must also agree to attend an annual team planning meeting. For selected team members, NIC will cover the costs of air transportation to and from the meeting and will reimburse team members for lodging, meals, and allowable ground transportation expenses at prevailing federal per diem rates.

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***Agencies who want  
to be part of a  
regional team can  
have their staff apply  
to become Regional  
Field Coordinators.***

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## How Do I Apply To Become a Regional Field Coordinator?

New RFCs are selected annually, depending on discipline group openings and the region's needs. Applications are accepted year-round.

If you are interested in becoming part of the Regional Training Initiative as an RFC, please submit the Application for Regional Field Coordinator, which is available in

electronic form at [www.nicic.gov/NewRFC](http://www.nicic.gov/NewRFC). The application includes a statement of endorsement by your chief executive officer, which must be made before NIC will consider your application. The endorsement ensures that applicants have the agency support they need to carry out RFC duties.





## Application for Regional Field Coordinator

To apply: Complete this form, obtain the necessary endorsement, and include a one-page resume or vitae. Send to the National Institute of Corrections Academy at 11900 East Cornell Avenue, Unit C, Aurora, CO, 80014. Fax: 303-338-6601. E-mail: [ldelaura@bop.gov](mailto:ldelaura@bop.gov). This application must be complete to be given consideration.

☐ Mr. ☐ Ms.

Name \_\_\_\_\_

Agency \_\_\_\_\_

Title \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_

City \_\_\_\_\_

Fax \_\_\_\_\_

County \_\_\_\_\_

E-mail address \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Is your primary job responsibility staff training?

☐ Yes ☐ No

**Type of agency (check one)**

- ☐ Municipal
- ☐ County
- ☐ State
- ☐ Federal - Bureau of Prisons
- ☐ Federal - other
- ☐ U.S. Commonwealth or Territory
- ☐ Indian Country - Tribal
- ☐ Indian Country - Bureau of Indian Affairs
- ☐ Regional
- ☐ Private
- ☐ Foreign

**Primary area of corrections (check one)**

- ☐ Adult jail
- ☐ Adult community corrections
- ☐ Adult prison
- ☐ Juvenile community corrections
- ☐ Juvenile institutions
- ☐ Other \_\_\_\_\_

# of offenders/clients in agency \_\_\_\_\_

# of staff in agency \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Nomination and Endorsement

Nomination and endorsement must be made by the chief executive officer of the applicant's agency.

I recommend \_\_\_\_\_ to serve as a regional field coordinator (RFC) for the National Institute of Corrections Academy. This nomination is made on the basis that the candidate will be in a position to effect improvement in our organization and will serve as an RFC for \_\_\_\_\_ year(s) (maximum 3). The information provided is accurate and complete.

Signature of chief executive officer \_\_\_\_\_ Date \_\_\_\_\_

Type or print name \_\_\_\_\_

Title of chief executive officer \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_